

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF GEORGIA**

**Vacancy Announcement #2003-10**

**POSITION:** Generalist

**LOCATION:** Augusta, Georgia

**STARTING SALARY RANGE:** CL 23/01 (\$25,464 - \$31,830) Depending On Qualifications (DOQ)

**POTENTIAL Salary Progression To Full Performance Range:** \$31,830 - \$41,380 (DOQ)

**CLOSING DATE:** Friday, August 1, 2003 by 5:00 p.m.

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The Augusta Divisional Office is seeking applicants for a temporary indefinite appointment as a Generalist. This position will start as a part-time position, 20-30 hours weekly, and as the courts building and construction projects progress the position may require an increase in work hours up-to a full 40 hour work week. This position will last for the duration of all construction/renovation projects. The anticipated duration of employment maybe a minimum of two years or longer.

**POSITION OVERVIEW**

The incumbent provides administrative and secretarial support exclusively to the Design and Construction Project Representative. Types and edits correspondence; transcribes recorded dictation; organizes and maintains filing systems; prepares, assembles and distributes copies of various correspondence and/or project materials; coordinates and schedules meetings with court personnel, General Services Administration, vendors and contractors; coordinates travel arrangements; receives and screens telephone calls; opens and distributes mail; operates a variety of copying, imaging and automation equipment and performs other secretarial duties as assigned.

**QUALIFICATIONS**

Qualified applicants must have a minimum of two years of general business experience that has provided knowledge of, and skill in, filing, telephone usage, record keeping, and computer skills with a demand for accuracy and quality assurance. Previous support experience in the fields of construction/engineering/architectural design, etc. is preferred. A high school diploma, GED or the equivalent is required. The individual selected should possess strong communication and interpersonal skills and be able to deal effectively with Judges, other members of the Court, outside vendors and contractors. This position encompasses a great deal of responsibility and requires a mature, self-motivated person who is dependable and detail oriented. A team attitude and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required. Experience with WordPerfect, Excel, LOTUS 1,2,3 is required.

**INFORMATION FOR APPLICANTS**

Employees of the United States Bankruptcy Court are "AT WILL" employees and are required to adhere to a Code of Conduct. Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions.

1. Applicants selected for interviews are subject to National Crime Information Center (NCIC) background check;
2. The best suited applicant meeting the needs of the court will be selected;
3. All appointees are required to be in a one-year probationary status;
4. The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may offer without prior written or other notice;
5. Duty station assignments are at the discretion of the Clerk of Court;
6. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position;
7. Relocation and/or travel expenses will not be reimbursed;
8. Candidate may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level;
9. More than one position may be filled within this job announcement,

10. Applicants **must** be a U. S. Citizen or eligible to work in the United States;
11. A mandatory electronic direct deposit of salary payments are required;
12. **Incomplete applications will not be considered.**
13. **No telephone or electronic inquiries will be permitted.**

**Benefits:**

This position is part-time temporary and therefore not eligible for all benefits normally available to employees in a full-time position. Thus, benefits shown below do not reflect the pro-rated benefits for such part-time employees. Employees of the United States Bankruptcy Court are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch. The incumbent will be entitled to some but not all of the same benefits as other federal government employees. Some of the benefits are:

Accrue 13 to 26 days of paid vacation per year depending on length of federal service;  
Accrue 13 days of sick leave per year;  
Ten paid federal holidays per calendar year;  
Participation in a pre-tax Federal Employees Health Insurance Program;  
Participation in Group Life Insurance, Long-Term Care Insurance and Long-Term Disability programs;  
Participation in a pre-tax Flexible Spending Account;  
Participation in a Retirement Program with investment opportunities through the Thrift Savings Plan.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

**Submit Resume with three Professional References and Verification of Current Salary via Facsimile or Mail Services to:**

*Human Resource Manager  
United States Bankruptcy Court  
Confidential Announcement # 2003-10  
P. O. Box 8347  
Savannah, GA 31412  
or  
Fax to: 912-650-4135*

**AN EQUAL OPPORTUNITY EMPLOYER**